



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

Personnel Assistant 1

INTERIM APPOINTMENT

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking a Personnel Assistant 1 to perform work related to various personnel program areas within the interim Sandy Recovery Division. The new interim division is to begin operations immediately and expected to remain operational through, but not to exceed, September 30, 2017.

POSTING NUMBER:	HR-0029	ISSUE DATE:	April 2, 2013
TITLE:	Personnel Assistant 1	CLOSING DATE:	April 16, 2013
DIVISION / UNIT:	Office of Human Resources	SALARY RANGE:	Y28:\$64,406.55 - \$91,781.49
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	STATEWIDE
POSITIONS:	1		

DESCRIPTION OF MAJOR DUTIES:

Under general supervision, may supervise a major personnel program area such as personnel research, administrative services, employee counseling and personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, may supervise the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer 1 or its equivalent, acts as the Assistant Personnel Officer; does other related work.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Four (4) years of professional experience in a personnel program of a public or private agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience.

PREFERRED QUALIFICATIONS:

The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0029
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer